

ARCHITECTURAL REVIEW BOARD CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS FOR APPLICANTS

The Architectural Review Board meets every **4th Thursday at 7:00 p.m.**, in the Town Hall, located at 18 Court Street.

Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the Architectural Review Board are required to attend this meeting or the application will be deferred.

Applications are to be submitted by the **1st day of each month** (or the first business day immediately following) prior to the meeting. Please complete and sign the attached application.

The following materials are to be submitted with an application for an ARB hearing:

1. A minimum of three (3) photographs of the area of work.
2. Seven (7) sets of architectural plans, site plan, or building plans, drawn to scale (not less than 1" = 8'). One (1) copy of all plans and specifications submitted will remain on file with the Town of Warrenton, five (5) copies will remain with the Architectural Review Board members, and the other copy will be returned to the applicant with approval.
3. For Buildings: Samples of all proposed building materials, including, but not limited to brick, mortar, shingles, siding, glass, paint and stain colors. When actual samples cannot be provided, due to size, a product information sheet that has an illustration of the item may be substituted.
4. For Signs: A color scale drawing of the sign. The drawing must show sign dimensions, shade and color, and lettering style, size and spacing. The same sheet must also illustrate the method of support for the sign. Also, indicate sign material, location on the building or lot and proposed lighting, if any.
5. Applications for a building permit or a sign permit, if needed. (Additional forms will be provided.)

**ARCHITECTURAL REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Name of Applicant: _____
Doing Business As (if applicable): _____
Address of Applicant (including Zip): _____
Telephone Number: _____
Location of Property: _____

Relationship of Applicant to Property (lessee, owner): _____
Complete description of each modification or improvement: _____

Do all drawings, material samples, and other submissions required on page one accompany this application? Yes ____ No ____: _____

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, Planning Commission, or Town Council: Yes ____ No ____

If so, specify: _____

Who will represent the applicant before the ARB? (Representative must have the authority to commit the applicant to make changes that may be suggested or required by the Board.)

Name: _____
Title or Relationship to Applicant: _____
Address (including ZIP): _____
Telephone Number: _____

Signature of Property Owner

Signature of Applicant or Agent

Name (print or type)

Name (print or type)